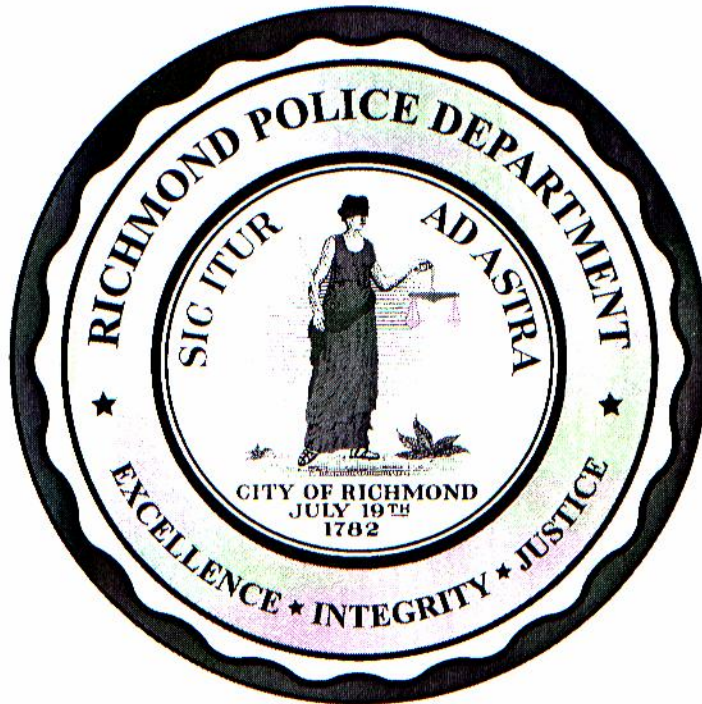


# RICHMOND POLICE DEPARTMENT



11-33

## TRAFFIC ENFORCEMENT UNIT OPERATING MANUAL

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Chief of Police or Designee

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## **PURPOSE**

The purpose of this manual is to provide direction to the sworn officers assigned to the Traffic Enforcement Unit within the Special Events Division. The scope of the officers assigned to the Traffic Enforcement Unit shall be recognized and understood by sworn officers in the unit and throughout the department.

## **POLICY**

The mission of the Traffic Enforcement Unit within the Special Events Division is two-fold; to improve the safety of the traveling public through creative and effective solutions to traffic-related problems and to reduce criminal offenses through aggressive enforcement of traffic laws.

Patrol personnel provide general traffic enforcement. The Traffic Enforcement Unit performs traffic analysis to include location, day, time, and causation. The providing of selective enforcement is directed by the OIC of the Traffic Enforcement Unit and/or Special Events Division as well as Precinct Commanders. Officers are deployed according to the consideration of traffic matters and special events. Programs are enhanced by public information and traffic engineering personnel coordinated by the OIC of the Traffic Enforcement Unit and/or Special Events Division.

Traffic Enforcement Units are composed of officers trained in radar enforcement and accident investigation. The Traffic Enforcement Units are comprised of one sergeant and two four-officer squads.

## **PROCEDURE**

### *Duties and Responsibilities*

Traffic Enforcement officers are assigned a specific area within the city in which they are responsible for traffic enforcement patrol and accident investigation, when called upon to do so. However, all Traffic Enforcement officers are available for accident investigation city-wide as requested by the Division of Emergency Communications. The daily responsibilities of Traffic Enforcement officers include, but are not limited to the following:

- Directed patrol of assigned areas for traffic enforcement purposes
- Run radar both covertly and overtly
- Roadside checkpoints
- Respond to speed complaints
- Collect speed data for selective enforcement purposes
- Selective traffic enforcement in focus areas

- Investigate accidents as assigned by the Division of Emergency Communications
- Division assignments as assigned by the Traffic Enforcement Unit sergeant
- Conduct selective enforcement in high crash areas or in response to citizen complaints

### *General Traffic Patrol*

On a daily basis, traffic enforcement officers are given assignments that are determined by the division and/or the precinct. These assignments are varied but are not limited to the following:

- Speed complaints
- High-accident complaints
- Truck complaints
- Various assignments to assist the precincts

### *Selective Traffic Enforcement*

The ultimate goal of selective traffic enforcement is to reduce traffic collision; specifically those caused by excessive speed, disregard of traffic control devices, and alcohol. Selective enforcement is accomplished through the compilation and review of the traffic collision data filed by officers in the field. The data is based upon a compilation of high levels of accidents in specific locations on a certain date. These lists are compiled by sector by day, week or month by City of Richmond Traffic Engineering. Data is also extracted from speed complaint lists and citizen complaint lists.

Once the data is compiled and reviewed, selective enforcement measures are planned and implemented by the Traffic Enforcement Unit. Traffic Enforcement officers do hand-written surveying and activate speed strip devices. The Traffic Enforcement Unit sergeant is responsible for allocation and deployment of officers within the unit to the selective enforcement activities.

The selective enforcement activities are then juxtaposed with the collision and speed data to determine the level of success achieved through selective enforcement measures. The Traffic Enforcement Unit sergeant evaluates selective enforcement techniques and activities in an effort to determine the success of each activity and overall. State grant reporting requirements are also followed for evaluation purposes.

### *DUI Countermeasure Programs*

The primary objective of all DUI countermeasure programs is to reduce alcohol and/or drug-related traffic offenses by fielding officers that are trained and equipped to apprehend and process impaired drivers. The Traffic Enforcement Unit's approach is two-fold; the first is to train precinct officers to better identify potential DUI/DWI offenders and remove them from the roadways. The second is to continually conduct selective enforcement programs that target these types of offenders.

The Traffic Enforcement Unit conducts a department-wide 3-day training program to all precinct officers in Standardized Field Sobriety Testing (SFST). Police recruits also receive this training program in the Training Academy upon hire.

The Traffic Enforcement Unit also maintains DUI grants from the Commonwealth of Virginia which allocate funding for saturation patrol and DUI checkpoints.

## **PERSONNEL**

The Traffic Enforcement Unit is comprised of one sergeant and two four-officer squads. Officers are selected for the Traffic Enforcement Unit based upon the skills and experience necessary for the aforementioned duties and responsibilities. When a vacancy within the Traffic Enforcement Unit occurs, all sworn personnel are alerted regarding the opening and a request for transfer shall be made. Qualified applicants will be interviewed and selected based upon their skills and abilities and trained for the position upon transfer into the unit.

## **SPECIALIZED EQUIPMENT**

The Special Events Division maintains several pieces of specialized equipment, utilized by the Traffic Enforcement Unit, Hit and Run Investigators and the Crash Team. The following equipment is inspected semi-annually:

- (1) D.A.R.T Linux-1 (drag sled)
- (1) TopCon Robotic Total Station and accessories
- (20) Tint Meter Inspector model TM 200 issued to unit supervisors
- (8) 100 foot measuring tapes issued to vehicles and officers
- (8) 300 foot measuring tapes issued to vehicles and officers
- (6) Digital cameras issued to various division officers
- (22) Garmin GPS-72 hand held GPS location devices assigned to unit officers
- (35) Intoxilzer hand held CMI SD-2 PBT's assigned to various officers
- (5) HR-12 hand held radar sets
- (1) "Kustom Falcon" hand held radar set
- (1) Stalker SDR II hand held radar set
- (2) Stalker "Lidar" hand held radar set
- (1) HR-8 hand held radar set
- (11) Motorcycle dual cone stalker radar sets
- (2) KR-10 dual cone Kustom radar sets
- (15) Stalker dual cone vehicle radar sets

- (2) Kustom "Stealth Stat" vehicle speed recording system
- (4) Metro counts vehicle speed recording systems
- (1) Gas canister for testing PBT's
- (2) PBT's flash lights
- (1) Light trailer
- (2) Radar speed trailers
- (2) Pentax 35mm digital cameras w/18-55 lense and flash
- (1) Camera Surveillance trailer and system

All members of the unit are responsible for notifying the OIC of the Traffic Enforcement Unit of any damage or loss of agency equipment. All members shall notify the OIC if any equipment is found to be in need of repair or replacement. Each member of the unit is responsible for the care, upkeep and semi-annual inspection of their individually assigned equipment. The OIC shall be responsible for the semi-annual inspection of all agency equipment assigned globally to the unit.

## **TRAINING**

All officers selected for the Traffic Enforcement Unit attend the two-week basic crash investigation course. A one-week advance crash investigative course is encouraged but contingent upon budgetary limitations.

Traffic Enforcement officers are trained in radar detection procedures and maintain radar certifications. They also undergo Standardized Field Sobriety Testing (SFST) training

## **TRAFFIC ENGINEERING**

The city of Richmond Public Works' Traffic Engineering Division is responsible for making sure that vehicles and people move safely and effectively throughout the city. This is accomplished through design of safe travel ways, proper use of regulatory controls, and collection and analysis of data that helps identify problems and potential solutions.

Traffic Engineering handles complaints and suggestions from police officers concerning traffic engineering deficiencies by responding to posted defect notices filed by officers. The Central Records Unit compiles and transmits collision and traffic enforcement data to Traffic Engineering collected through PISTOL. Traffic Engineering also maintains the City's traffic signals and determines placement and usage of regulatory signage (such as stop, yield, and speed limit signs), as well as street name signs. Residents and motorists can help by reporting problems with equipment or signs to the City's Customer Care Center.

In addition, Traffic Engineering works with citizens, developers, and contractors to assist in planning of new subdivisions, location of driveways, and design of road improvements, as well as working jointly with communities to develop solutions to traffic problems.

Traffic Engineering works with the Traffic Enforcement Unit in the following ways:

- Defect notices
- Planned street closures
- Pedestrian safety
- Four-way stop signs
- Traffic projects
- Long-term transportation planning